



FIRE PROTECTION BUREAU

FIRE OFFICER I

4.2 HUMAN RESOURCE MANAGEMENT

Evaluation Sheet: 4.2.1

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

STANDARD: 4.2.1 NFPA 1021, 2003 Edition		TASK: Assign tasks or responsibilities to unit members during emergency operations so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed.			
PERFORMANCE OUTCOME: The candidate shall be able to condense instructions for frequently assigned unit tasks based upon training and standard operating procedures during emergency operations.					
CONDITIONS: Given an assignment during either an actual or simulated emergency operation situation, the candidate shall demonstrate the ability to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Assign tasks or responsibilities to unit members during emergency operations according to scenario				
2.	Give complete, clear, and concise instructions based on applicable training, standard operating procedures, and scenario				
3.	Communicate desired outcomes to unit members according to scenario				
4.	Confirm orders and desired outcomes are understood by members				
5.	Address safety concerns appropriate to scenario				
6.	Utilize personnel and/or equipment in an efficient manner.				
RETEST APPROVED BY:		RETEST EVALUATOR:			

Evaluator/Candidate Comments: _____

_____ Evaluator (Print & Sign)	_____ Date	_____ Candidate	_____ Date
_____ Re-Test Evaluator	_____ Date	_____ Re-Test Candidate	_____ Date



FIRE PROTECTION BUREAU

FIRE OFFICER I

4.2 HUMAN RESOURCE MANAGEMENT

Evaluation Sheet: 4.2.2

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

STANDARD: 4.2.2 NFPA 1021, 2003 Edition		TASK: Assign tasks or responsibilities to unit members during non-emergency operations at a station or other work location so that the instructions are complete, clear, and concise; safety considerations are addressed; and the desired outcomes are conveyed.			
PERFORMANCE OUTCOME: The candidate shall be able to issue instructions for frequently assigned tasks or responsibilities to unit members during non-emergency operations based on department policy.					
CONDITIONS: Given an assignment during either actual or simulated non-emergency conditions at a station or other work location, the candidate shall demonstrate the ability to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Issue instructions to unit members for frequently assigned tasks based on department policy and scenario provided				
2.	Provide appropriate instructions to unit members in a manner that is complete, clear, and concise				
3.	Ensure safety considerations are addressed for scenario given				
4.	Communicate orders and desired outcomes to unit members appropriate to scenario				
5.	Ensure orders and outcomes are understood by unit members				
6.	Utilize personnel and/or equipment in an efficient manner				
RETEST APPROVED BY:		RETEST EVALUATOR:			

Evaluator/Candidate Comments: _____

_____ Evaluator (Print & Sign)	_____ Date	_____ Candidate	_____ Date
_____ Re-Test Evaluator	_____ Date	_____ Re-Test Candidate	_____ Date



FIRE PROTECTION BUREAU

FIRE OFFICER I

4.2 HUMAN RESOURCE MANAGEMENT

Evaluation Sheet: 4.2.3

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

STANDARD: 4.2.3 NFPA 1021, 2003 Edition		TASK: Direct unit members during a training evolution so that the evolution is performed in accordance with safety plans, efficiently, and as directed.			
PERFORMANCE OUTCOME: The candidate shall be able to issue guided directions to unit members during a training evolution.					
CONDITIONS: Given an actual or simulated company training evolution and training policies and procedures, the candidate shall demonstrate the ability to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Communicate clear, concise, and understandable directions to unit members during training evolution(s)				
2.	Conduct evolutions in a safe manner				
3.	Utilize personnel and/or equipment in an efficient manner				
4.	Confirm evolutions are performed as directed				
5.	Address improper methods or mistakes and correct promptly (if applicable)				
6.	Complete evolution appropriately according to scenario and applicable policies and procedures				
RETEST APPROVED BY:		RETEST EVALUATOR:			

Evaluator/Candidate Comments: _____

_____ Evaluator (Print & Sign)	_____ Date	_____ Candidate	_____ Date
_____ Re-Test Evaluator	_____ Date	_____ Re-Test Candidate	_____ Date



FIRE PROTECTION BUREAU

FIRE OFFICER I

4.2 HUMAN RESOURCE MANAGEMENT

Evaluation Sheet: 4.2.4

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

STANDARD: 4.2.4 NFPA 1021, 2003 Edition		TASK: Recommend action for a member-related problem so that the situation is identified and the actions taken are within the established policies and procedures.			
PERFORMANCE OUTCOME: The candidate shall be able to recommend course of action for a member-related problem.					
CONDITIONS: Given an actual or simulated member with a situation requiring assistance (<i>Examples include substance abuse; acute, chronic, and delayed stress; and health, financial, personal, family, and other situations that adversely affect a member's job performance.</i>) and a set of member assistance policies and procedures, the candidate shall demonstrate the ability to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Conduct a conversation with subordinate in private				
2.	Demonstrate a concerned, mature, responsible attitude toward unit member				
3.	Properly identify member's problem situation				
4.	Recommend proper course of action for member in need of assistance that complies with established policies and procedures				
5.	Make appropriate written recommendation for further action				
6.	Documentation is clear, concise, and reasonably free from spelling/grammatical errors				
RETEST APPROVED BY:		RETEST EVALUATOR:			

Evaluator/Candidate Comments: _____

_____ Evaluator (Print & Sign)	_____ Date	_____ Candidate	_____ Date
_____ Re-Test Evaluator	_____ Date	_____ Re-Test Candidate	_____ Date



FIRE PROTECTION BUREAU

FIRE OFFICER I

4.2 HUMAN RESOURCE MANAGEMENT

Evaluation Sheet: 4.2.5

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

STANDARD: 4.2.5 NFPA 1021, 2003 Edition		TASK: Apply human resource policies and procedures so that policies and procedures are followed.			
PERFORMANCE OUTCOME: The candidate shall be able to communicate verbally and in writing and to relate interpersonally while applying human resource policies and procedures for members requiring assistance. <i>(Examples include transfers, promotions, compensation/member benefits, sick leave, vacation, commendations, disciplinary actions, grievances, and so on.)</i>					
CONDITIONS: Given an actual or simulated administrative situation requiring action and a set of policies and procedures, the candidate shall demonstrate the ability to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Conduct conversation with unit member in private				
2.	Properly identify the member's issue				
3.	Relate to unit member in a caring, mature, and responsible manner				
4.	Recommend proper course of action for unit member based on scenario				
5.	Prepare written recommendation for further action appropriate to scenario				
6.	Apply applicable human resource policies and procedures in accordance with established policy and procedural criteria				
RETEST APPROVED BY:			RETEST EVALUATOR:		

Evaluator/Candidate Comments: _____

_____ Evaluator (Print & Sign)	_____ Date	_____ Candidate	_____ Date
_____ Re-Test Evaluator	_____ Date	_____ Re-Test Candidate	_____ Date



FIRE PROTECTION BUREAU

FIRE OFFICER I

4.2 HUMAN RESOURCE MANAGEMENT

Evaluation Sheet: 4.2.6

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

STANDARD: 4.2.6 NFPA 1021, 2003 Edition		TASK: Coordinate the completion of tasks and projects by unit members, so that the assignments are prioritized, a plan for the completion of each assignment is developed, and members are assigned to specific tasks and supervised during the completion of the assignments.			
PERFORMANCE OUTCOME: The candidate shall demonstrate the ability to plan and to set priorities while coordinating the completion of assigned tasks and projects by unit members.					
CONDITIONS: Given an actual or simulated list of projects, tasks, and job requirements of subordinates, the candidate shall demonstrate the ability to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Develop a plan for completion of subordinate member's assigned projects and tasks that is clear and concise based on scenario given				
2.	Set priorities for subordinate member's assigned projects and tasks				
3.	Assign subordinate member(s) to specific tasks				
4.	Provide adequate supervision to subordinate member(s) during the completion of their assignments				
5.	Ensure effective use of personnel and/or equipment				
6.	Establish safety measures appropriate to scenario				
RETEST APPROVED BY:		RETEST EVALUATOR:			

Evaluator/Candidate Comments: _____

_____ Evaluator (Print & Sign)	_____ Date	_____ Candidate	_____ Date
_____ Re-Test Evaluator	_____ Date	_____ Re-Test Candidate	_____ Date



FIRE PROTECTION BUREAU

FIRE OFFICER I

4.3 COMMUNITY AND GOVERNMENT RELATIONS

Evaluation Sheet: 4.3.1

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

STANDARD: 4.3.1 NFPA 1021, 2003 Edition		TASK: Initiate action on a community need so that the need is addressed.			
PERFORMANCE OUTCOME: The candidate shall be able to demonstrate familiarity with public relations and the ability to communicate verbally while addressing a community need.					
CONDITIONS: Given an actual or simulated situation regarding a fire and life safety issue in the community and a set of policies and procedures, the candidate shall demonstrate the ability to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Determine the content of a fire and life safety message to address the specific community need/fire and life safety hazard				
2.	Direct the message toward the specific hazard, showing the context of the problem and the desired behavior				
3.	Ensure the message appeals to positive motives				
4.	Develop the message to address the proper audience, policies, and procedures				
5.	Determine resources needed to communicate the message to the community				
6.	Establish a timeframe when the target audience will be receptive to the fire and life safety message				
7.	Schedule message delivery (time and location) for maximum effect				
RETEST APPROVED BY:		RETEST EVALUATOR:			

Evaluator/Candidate Comments: _____

_____ Evaluator (Print & Sign)	_____ Date	_____ Candidate	_____ Date
_____ Re-Test Evaluator	_____ Date	_____ Re-Test Candidate	_____ Date



FIRE PROTECTION BUREAU

FIRE OFFICER I

4.3 COMMUNITY AND GOVERNMENT RELATIONS

Evaluation Sheet: 4.3.2

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

STANDARD: 4.3.2 NFPA 1021, 2003 Edition		TASK: Initiate action to a citizen's concern so that the concern is answered or referred to the appropriate individual for action and all policies and procedures are complied with.			
PERFORMANCE OUTCOME: The candidate shall be able to demonstrate familiarity with public relations, communicate verbally, and initiate action to a citizen's concern.					
CONDITIONS: Given an actual or simulated situation with a citizen expressing concern and a set of policies and procedures, the candidate shall demonstrate the ability to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Provide serious and immediate attention to citizen's complaint in a professional, courteous manner				
2.	Properly identify the citizen's complaint				
3.	a) Initiate action so that the citizen's concern is answered; OR				
	b) Refer the citizen's concern to the appropriate individual				
4.	Assure the citizen that proper action will be taken to alleviate concerns				
5.	Respond to public inquiry in accordance with applicable policies and procedures				
RETEST APPROVED BY:		RETEST EVALUATOR:			

Evaluator/Candidate Comments: _____

_____ Evaluator (Print & Sign)	_____ Date	_____ Candidate	_____ Date
_____ Re-Test Evaluator	_____ Date	_____ Re-Test Candidate	_____ Date



FIRE PROTECTION BUREAU

FIRE OFFICER I

4.3 COMMUNITY AND GOVERNMENT RELATIONS

Evaluation Sheet: 4.3.3

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

STANDARD: 4.3.3 NFPA 1021, 2003 Edition		TASK: Respond to a public inquiry so that the inquiry is answered accurately, courteously, and in accordance with applicable policies and procedures.			
PERFORMANCE OUTCOME: The candidate shall be able to relate interpersonally and respond to a public inquiry.					
CONDITIONS: Given an actual or simulated scenario of public inquiry and a set of policies and procedures, the candidate shall demonstrate the ability to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Properly identify issue in accordance with scenario				
2.	Respond to public inquiry in a courteous and respectful manner in accordance with policies and procedures				
3.	Answer questions accurately according to policy and procedure				
4.	Provide written or verbal response to public inquiry in accordance with applicable policies and procedures				
5.	Respond to public inquiry in accordance with applicable policies and procedures				
6.	Refer citizen's inquiry if appropriate				
7.	Assure citizen that the inquiry will be handled and proper action will be taken as applicable				
RETEST APPROVED BY:		RETEST EVALUATOR:			

Evaluator/Candidate Comments: _____

_____ Evaluator (Print & Sign)	_____ Date	_____ Candidate	_____ Date
_____ Re-Test Evaluator	_____ Date	_____ Re-Test Candidate	_____ Date



FIRE PROTECTION BUREAU

FIRE OFFICER I

4.3 COMMUNITY AND GOVERNMENT RELATIONS

Evaluation Sheet: 4.3.4

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

STANDARD: 4.3.4 NFPA 1021, 2003 Edition		TASK: Deliver a public education program so that the intended message is conveyed clearly.			
PERFORMANCE OUTCOME: The candidate shall be able to deliver a public education program, relate interpersonally, and communicate clearly to the target audience.					
CONDITIONS: Given a public education presentation (such as a CPR class, fire extinguisher class, fire safety class, or similar topic), target audience, and policies and procedures, the candidate shall demonstrate the ability to clearly deliver a public education program.					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Explain information clearly and accurately according to lesson plan				
2.	Use supplemental training aids appropriate to the audience level				
3.	Use varied demonstration methods and techniques appropriate to audience level				
4.	Check audience for understanding using appropriate methods				
5.	Encourage audience participation				
6.	Ask for feedback				
7.	Ensure lesson is conducted in a safe manner				
8.	Demonstrate compliance with policies and procedures				
RETEST APPROVED BY:		RETEST EVALUATOR:			

Evaluator/Candidate Comments: _____

_____ Evaluator (Print & Sign)	_____ Date	_____ Candidate	_____ Date
_____ Re-Test Evaluator	_____ Date	_____ Re-Test Candidate	_____ Date



FIRE PROTECTION BUREAU

FIRE OFFICER I

4.4 ADMINISTRATION

Evaluation Sheet: 4.4.1

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

STANDARD: 4.4.1 NFPA 1021, 2003 Edition		TASK: Recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level so that the policy is communicated to and understood by unit members.			
PERFORMANCE OUTCOME: The candidate shall be able to relate interpersonally while implementing a new departmental policy or a change in department policy at the unit level.					
CONDITIONS: Given an actual or simulated new departmental policy or change in a department policy and policies and procedures, the candidate shall demonstrate the ability to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	a) Recommend changes to existing department policy; AND				
	b) Implement a new department policy or the changes to an existing policy according to scenario given				
2.	Communicate the new or changed departmental policy content and implications to subordinates in a clear, concise, and understandable fashion				
3.	Clearly explain reasons for new or changed policy				
4.	Ask for feedback and answer members' questions regarding new or changed policy, as applicable				
5.	Demonstrate proper completion of forms required by scenario				
6.	Explain accountability measures appropriate to scenario and according to policy				
RETEST APPROVED BY:		RETEST EVALUATOR:			

Evaluator/Candidate Comments: _____

_____ Evaluator (Print & Sign)	_____ Date	_____ Candidate	_____ Date
_____ Re-Test Evaluator	_____ Date	_____ Re-Test Candidate	_____ Date



FIRE PROTECTION BUREAU

FIRE OFFICER I

4.4 ADMINISTRATION

Evaluation Sheet: 4.4.2

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

STANDARD: 4.4.2 NFPA 1021, 2003 Edition		TASK: Execute routine unit level administrative functions so that the reports and logs are complete and files are maintained in accordance with policies and procedures.			
PERFORMANCE OUTCOME: The candidate shall be able to execute administrative functions and to communicate orally and in writing.					
CONDITIONS: Given actual or simulated forms and record management systems, the candidate shall demonstrate the ability to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Issue instructions to unit member(s) in a clear, concise, and understandable manner				
2.	Demonstrate to unit member(s) how to complete applicable reports and logs according to policies and procedures and scenario provided				
3.	Verify reports and logs are completed by unit member(s) according to policies, procedures, and scenario				
4.	Determine that applicable files are maintained according to policies, procedures, and scenario				
RETEST APPROVED BY:		RETEST EVALUATOR:			

Evaluator/Candidate Comments: _____

_____ Evaluator (Print & Sign)	_____ Date	_____ Candidate	_____ Date
_____ Re-Test Evaluator	_____ Date	_____ Re-Test Candidate	_____ Date



FIRE PROTECTION BUREAU

FIRE OFFICER I

4.5 INSPECTION AND INVESTIGATION

Evaluation Sheet: 4.5.1

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

STANDARD: 4.5.1 NFPA 1021, 2003 Edition		TASK: Evaluate available information so that a preliminary cause of the fire is determined, reports are completed and, if required, the scene is secured and all pertinent information is turned over to an investigator.			
PERFORMANCE OUTCOME: The candidate shall be able to determine basic fire cause, to conduct interviews, secure the scene, and write reports.					
CONDITIONS: Given an actual or simulated fire incident, observations, and interviews of first arriving members and other individuals involved in the incident, the candidate shall demonstrate the ability to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Effectively conduct interviews with persons involved in the incident				
2.	Determine a fire's preliminary basic cause				
3.	Determine if scene security is required				
4.	Secure fire scene to protect evidence				
5.	Appropriately transfer all pertinent information to a fire investigator				
6.	Complete all applicable reports and record witness statements in a legible fashion				
RETEST APPROVED BY:		RETEST EVALUATOR:			

Evaluator/Candidate Comments: _____

_____ Evaluator (Print & Sign)	_____ Date	_____ Candidate	_____ Date
_____ Re-Test Evaluator	_____ Date	_____ Re-Test Candidate	_____ Date



FIRE PROTECTION BUREAU

FIRE OFFICER I

4.5 INSPECTION AND INVESTIGATION

Evaluation Sheet: 4.5.2

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

STANDARD: 4.5.2 NFPA 1021, 2003 Edition		TASK: Secure an incident scene so that unauthorized persons can recognize the perimeters of the scene and be kept from restricted areas and all evidence or potential evidence is protected from damage or destruction.			
PERFORMANCE OUTCOME: The candidate shall be able to establish perimeters at an incident scene in order to protect evidence.					
CONDITIONS: Given an actual or simulated fire incident scene, ropes, or barrier tape, the candidate shall demonstrate the ability to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Establish perimeters that can be recognized by unauthorized persons				
2.	Keep unauthorized persons from accessing restricted areas				
3.	Protect all evidence and/or potential evidence from damage or destruction				
RETEST APPROVED BY:		RETEST EVALUATOR:			

Evaluator/Candidate Comments: _____

_____ Evaluator (Print & Sign)	_____ Date	_____ Candidate	_____ Date
_____ Re-Test Evaluator	_____ Date	_____ Re-Test Candidate	_____ Date



FIRE PROTECTION BUREAU

FIRE OFFICER I

4.6 EMERGENCY SERVICE DELIVERY

Evaluation Sheet: 4.6.1

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

STANDARD: 4.6.1 NFPA 1021, 2003 Edition		TASK: Develop a pre-incident plan so that all required elements are identified and the appropriate forms are completed and processed in accordance with policies and procedures.			
PERFORMANCE OUTCOME: The candidate shall demonstrate the ability to develop a pre-incident plan, write reports, communicate orally, and evaluate skills.					
CONDITIONS: Given an assigned facility and pre-planning policies, procedures, and forms, the candidate shall demonstrate the ability to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Initiate contact with courtesy in a business like manner				
2.	Exhibit professional appearance and demeanor				
3.	Obtain cooperation by emphasizing the reasoning behind the plan				
4.	Include all of the required pre-incident plan elements according to policy				
5.	Complete all appropriate forms in accordance with applicable policies and procedures				
6.	Process completed plans in accordance with applicable policies and procedures				
7.	Communicate effectively both verbally and in writing				
RETEST APPROVED BY:		RETEST EVALUATOR:			

Evaluator/Candidate Comments: _____

_____ Evaluator (Print & Sign)	_____ Date	_____ Candidate	_____ Date
_____ Re-Test Evaluator	_____ Date	_____ Re-Test Candidate	_____ Date



FIRE PROTECTION BUREAU

FIRE OFFICER I

4.6 EMERGENCY SERVICE DELIVERY

Evaluation Sheet: 4.6.2

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

STANDARD: 4.6.2 NFPA 1021, 2003 Edition		TASK: Develop an initial incident action plan so that resources are deployed to control the emergency.			
PERFORMANCE OUTCOME: The candidate shall be able to analyze emergency scene conditions; activate the local emergency plan including localized evacuation procedures; and allocate resources and to communicate orally.					
CONDITIONS: Given actual or simulated size-up information for an incident and assigned emergency response resources, the candidate shall demonstrate the ability to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Analyze emergency scene conditions				
2.	Develop and implement an effective initial action plan				
3.	Review local emergency plan including localized evacuation procedures in accordance with scenario				
4.	Communicate size-up and initial actions				
5.	Determine allocation of available resources				
6.	Determine resource deployment				
RETEST APPROVED BY:		RETEST EVALUATOR:			

Evaluator/Candidate Comments: _____

_____ Evaluator (Print & Sign)	_____ Date	_____ Candidate	_____ Date
_____ Re-Test Evaluator	_____ Date	_____ Re-Test Candidate	_____ Date



FIRE PROTECTION BUREAU

FIRE OFFICER I

4.6 EMERGENCY SERVICE DELIVERY

Evaluation Sheet: 4.6.3

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

STANDARD: 4.6.3 NFPA 1021, 2003 Edition		TASK: Implement an action plan at an emergency operation so that resources are deployed to mitigate the situation.			
PERFORMANCE OUTCOME: The candidate shall demonstrate the ability to implement an incident management system, communicate orally, manage scene safety, supervise members, and account for assigned personnel under emergency conditions.					
CONDITIONS: Given actual or simulated assigned resources, type of incident, and a preliminary plan, the candidate shall demonstrate the ability to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Implement and operate within an incident management system				
2.	Deploy available resources to mitigate the situation				
3.	Communicate assignments to personnel in a clear and concise manner				
4.	Supervise assigned subordinate personnel under emergency conditions				
5.	Maintain supervision and account for assigned subordinate personnel under emergency conditions				
6.	Utilize resources and personnel in a reasonable, safe, and prudent manner				
RETEST APPROVED BY:		RETEST EVALUATOR:			

Evaluator/Candidate Comments: _____

_____ Evaluator (Print & Sign)	_____ Date	_____ Candidate	_____ Date
_____ Re-Test Evaluator	_____ Date	_____ Re-Test Candidate	_____ Date



FIRE PROTECTION BUREAU

FIRE OFFICER I

4.6 EMERGENCY SERVICE DELIVERY

Evaluation Sheet: 4.6.4A
(Strategy and Tactics)

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

STANDARD: 4.6.4A NFPA 1021, 2003 Edition		TASK: Develop and conduct a post-incident analysis dealing with strategy and tactics so that all required critical elements are identified and communicated and the approved forms are completed and processed in accordance with policies and procedures.			
PERFORMANCE OUTCOME: The candidate shall be able to develop and conduct a post-incident analysis dealing with strategy and tactics and shall demonstrate the ability to write reports, communicate orally, and evaluate skills.					
CONDITIONS: Given actual or simulated single unit incident, clear description of the site before the incident, and a matrix over which to lay the development of the emergency and the actions of the responding units and agencies and post-incident analysis policies, procedures, and forms, the candidate shall demonstrate the ability to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Develop and conduct a post-incident analysis dealing with strategy and tactics				
2.	Gather information on the application and effectiveness of the operational strategy and tactics from the following sources:				
	a) Interviews with witnesses and participants				
	b) Media Observations (photographs, videos)				
	c) Owner/occupant statements				
	d) Communication logs, tapes, pre-incident site plans, inspections, and structural reports				
3.	Review operational procedures and note discrepancies				
4.	Remain objective in gathering and recording data				
5.	Identify and communicate critical elements				
6.	Complete and process appropriate forms in accordance with policies and procedures				
RETEST APPROVED BY:		RETEST EVALUATOR:			

Evaluator/Candidate Comments: _____

_____ Evaluator (Print & Sign)	_____ Date	_____ Candidate	_____ Date
_____ Re-Test Evaluator	_____ Date	_____ Re-Test Candidate	_____ Date



FIRE PROTECTION BUREAU

FIRE OFFICER I

4.6 EMERGENCY SERVICE DELIVERY

Evaluation Sheet: 4.6.4B
(Safety)

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

STANDARD: 4.6.4B NFPA 1021, 2003 Edition		TASK: Develop and conduct a post-incident analysis dealing with safety so that all required critical elements are identified and communicated and the approved forms are completed and processed in accordance with policies and procedures.			
PERFORMANCE OUTCOME: The candidate shall be able to develop and conduct a post-incident analysis dealing with safety so that all required critical elements are identified and communicated regarding application and effectiveness of the operational strategy and tactics. The candidate shall demonstrate the ability to write reports, communicate orally, and evaluate skills.					
CONDITIONS: Given actual or simulated single unit incident, clear description of the site before the incident, and a matrix over which to lay the development of the emergency and the actions of the responding units and agencies and post-incident analysis policies, procedures, and forms, the candidate shall demonstrate the ability to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Develop and conduct a post-incident analysis dealing with safety				
2.	Gather information on safety related concerns from the following sources:				
	a) Interviews with witnesses and participants				
	b) Reports, incident action and safety plans, standard operating policies and procedures				
	c) Communication logs and tapes.				
	d) Owner/occupant statements				
3.	Review operational procedures				
4.	Remain objective in gathering and recording data				
5.	Identify violations of organization's standard operating procedures				
6.	Identify and communicate critical elements: poorly defined operational procedures, unforeseen situations, training deficiencies, etc.				
7.	Evaluate use of PPE, personal accountability system, rehabilitation operations, hazardous conditions, training deficiencies				
8.	Complete and process appropriate forms in accordance with policies and procedures				
RETEST APPROVED BY:		RETEST EVALUATOR:			

Evaluator/Candidate Comments: _____

_____ Evaluator (Print & Sign)	_____ Date	_____ Candidate	_____ Date
_____ Re-Test Evaluator	_____ Date	_____ Re-Test Candidate	_____ Date



FIRE PROTECTION BUREAU

FIRE OFFICER I

4.7 SAFETY

Evaluation Sheet: 4.7.1

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

STANDARD: 4.7.1 NFPA 1021, 2003 Edition		TASK: Apply safety regulations at the unit level so that required reports are completed, in-service training is conducted, and member responsibilities are conveyed.			
PERFORMANCE OUTCOME: The candidate shall be able to apply safety hazards and to communicate verbally and in writing.					
CONDITIONS: Given actual or simulated safety policies and procedures, the candidate shall demonstrate the ability to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Correctly identify safety hazards				
2.	Conduct in-service safety training according to policy				
3.	Communicate applicable safety hazards to members				
4.	Clearly communicate member responsibilities toward safety				
5.	Communicate safety hazards in writing by completing required reports according to policy				
RETEST APPROVED BY:		RETEST EVALUATOR:			

Evaluator/Candidate Comments: _____

_____ Evaluator (Print & Sign)	_____ Date	_____ Candidate	_____ Date
_____ Re-Test Evaluator	_____ Date	_____ Re-Test Candidate	_____ Date



FIRE PROTECTION BUREAU

FIRE OFFICER I

4.7 SAFETY

Evaluation Sheet: 4.7.2

Candidate: _____ Date: _____

Birth Date: _____ Last 4 digits of SS#: _____

STANDARD: 4.7.2 NFPA 1021, 2003 Edition		TASK: Conduct an initial accident investigation so that the incident is documented and reports are processed in accordance with policies and procedures.			
PERFORMANCE OUTCOME: The candidate shall be able to conduct an initial accident investigation.					
CONDITIONS: Given an actual or simulated incident, policies and procedures, and investigation forms, the candidate shall demonstrate the ability to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Conduct investigation interviews with applicable personnel to obtain facts				
2.	Utilize all available resources to document accident conditions				
3.	Identify factors contributing to accident				
4.	Document investigation information in writing				
5.	Make appropriate accident notifications according to policy				
6.	Complete appropriate forms and process investigation reports according to policies and procedures				
RETEST APPROVED BY:		RETEST EVALUATOR:			

Evaluator/Candidate Comments: _____

_____ Evaluator (Print & Sign)	_____ Date	_____ Candidate	_____ Date
_____ Re-Test Evaluator	_____ Date	_____ Re-Test Candidate	_____ Date